

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

Agency: Department of Human Services (DHS)
Contract: DCJA-2008-H-0003-01
Contractor: Home Care Partners
Caption: In-Home Chore Aide Services

FINDINGS

1. **AUTHORITY:**

D.C. Official Code §2-354.04; 27 DCMR 1701 and 2005.6(b)

2. **MINIMUM NEED:**

The Office of Contracting and Procurement (OCP), on behalf of District of Columbia Department of Human Services (DHS), Family Services Administration (FSA), is seeking a continuing need to provide In-Home Chore Aide Services for persons found eligible by the Adult Protective Services (APS).

In addition home care providers should have offices in the District of Columbia or within twenty-five (25) mile radius that are accredited by nationally recognized accredited bodies (e.g. Joint Commission, National association for Home Care, or CHAP Nursing) to accept referrals and provide direct home-based chore aide services and emergency caretaker chore aide services for vulnerable adults residing in the District. Home aide/homemaker/emergency caretaker services, to vulnerable adults in the District of Columbia or surrounding jurisdictions, including responding to emergencies.

The District is not interested in agencies that function as staffing or registry agencies and don't provide training, supervision of aides, or assessment of cases. Chore aides and emergency caretakers are to be employees of the Provider.

A continuing need to provide In-Home Chore Aide Services for persons found eligible by the Adult Protective Services (APS). The APS is charged with providing protective services to remediate risks to vulnerable adults when reports are substantiated. APS social workers conduct investigations, provide case management, and arrange for protective and support services for clients who require such assistance. These types of services are becoming more critical as the population of the District ages. For example, it is estimated that there are 300 people in the District who are at least 100 years old. Also, the lagging economy has exacerbated the already fragile conditions under which many in the District are now living, including and especially those who are senior citizens.

To meet its obligations and provide the necessary services to its vulnerable clients, APS enlists the services of a professional home care provider with offices in the District and with national accreditation. Home Care Partners, the provider, has served APS and its clients well in this capacity for nearly a decade, and it is important that this service be extended for another ninety (90) days with the proposed period of performance being from May 7, 2014 to August 6, 2014.

It is proposed that Home Care Partners shall provide chore aide and emergency chore aide services, to include heavy cleaning where necessary for the health and safety of the client, in the homes of vulnerable adults or in other arrangements as necessary for the well-being of the client. Social workers from APS program determine the need for the in-home chore aide or emergency caretakers services based on their professional judgment and an assessment of the client's capacity and the client's living accommodations. The professionals from Home Care Partners then are assigned clients based on need and living accommodations, and they render the care required to ensure the safety and stability of the client over a specified period of time. Since the needs of each client are unique, it is not possible to specify a time period in which care is required. Additionally, clients may be in their own homes or in other arrangements such as a hotel if their living accommodations are inhabitable or too dangerous for the state of their physical or mental health.

3. **ESTIMATED FAIR AND REASONABLE PRICE:**

The estimated price to provide the required services for the period of performance is **\$86,218.44** based on the rates from Option Year 4. The rates have been previously determined fair and reasonable based on current rates paid by the District.

4. **FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

This is a recurring service. The District Of Columbia Department of Human Services (DHS), Family Services Administration (FSA) is required to investigate allegations of abuse, neglect, exploitation and self-neglect of vulnerable adults who are unable to protect themselves and provide protective services to remediate risk when reports are substantiated. Services are provided through the Adult Protective Services (APS) program in FSA. APS social workers conduct the investigations and provide case management and support to remediate risk, connect clients to services to meet unmet needs, and help clients develop safe long term care plans.

The APS program provides a variety of social services to assist vulnerable adults to reduce risk and establish safe long term care plans. Services include the provision of direct emergency services, counseling, case management services, referral for entitlement services, referral for Medicaid Waiver services, assistance with medical evaluation and treatment, referral for homemaker services, assistance with developing safe long term

care plans, placement into long-term care facilities, referral for legal services, and assisting in the process to obtain guardians and conservators for clients when necessary.

The service required for this Human Care Agreement pertains to provision of chore aide and emergency chore aide services in the homes of vulnerable adults. APS social workers will determine the need for the in-home chore aide/or emergency caretaker services, develop a plan for use of the chore aide and/or emergency caretaker services, and refer the case to the Provider for the provision of the direct chore aide/emergency caretaker services. A Provider will provide in-home support services to assist vulnerable adults with activities of daily living, basic housekeeping services, and personal care services.

Home Care Partners has been providing supportive, non-medical home care services to elderly, disabled, and other vulnerable residents of the District of Columbia for nearly sixty years, and this organization is the only accredited provider of home care services for populations of concern to APS within the District. The current Human Care Agreement will expire on April 30, 2014.

Home Care partners has the capability to provide professionally trained and supervised caretakers for the vulnerable adults who are clients of APS and who require exceptional care in many cases under sometimes stressful circumstances. Home Care Partners has an established relationship with APS, and its staff members know APS policies and procedures so there is generally a smooth transition when assigning clients.

Also, it is important to have continuity and stability in the relationship between Home Care Partners and APS in the interest of the clients that APS serves. These clients are vulnerable and frail in many cases and they depend upon the seamless care and attention that can be rendered when there is an ongoing relationship between APS and its care provider, Home Care Partners.

5. CERTIFICATION BY THE AGENCY HEAD:

I hereby certify that the above findings set forth above are true, correct, and complete to the best of my knowledge and that the proposed contract extension is in the best interest of the District of Columbia.

David A. Berns
Director
Department of Human Services

Date

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the sole source notice of Intent to Award a Sole Source Contract was posted on the OCP website and no valid responses were received regarding the posting. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed Human Care Agreement.

James A. Webb
Contracting Officer
Office of Contracting Procurement

Date

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; DC. Official Code § 2-354.04. Accordingly, I determine that the District is justified in using the sole source method of procurement.

James D. Staton, Jr.
Chief Procurement Officer
Office of Contracting and Procurement

Date